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25 August 1952

**PROFESSIONAL SELECTION PANEL**

**Minutes of the 1st Meeting**

22 August 1952, Room 117, North Building, 10:30 A. M.

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Present: Messrs. [REDACTED]

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1. [REDACTED] temporarily took the chair and said that as Executive Secretary of the Career Service Board he would provide secretarial assistance to the Panel. Since this was the organization meeting of the Panel, he asked that the Panel consider as its first action the selection of a Chairman. [REDACTED] was selected as temporary Chairman and took over the chair.

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2. There was discussion of the organization of the Panel with respect to the fifth voting member, i. e., "one representative from a Deputy Director's Office, the DD/P, DD/A and the DD/I, to be successively represented on a rotating basis". The Panel agreed to report to the CIA Career Service Board that it had under consideration this matter and would make a recommendation to the Board at its next meeting concerning the rotating member and terms of office of other members.

3. In further consideration of the organization of the Panel there was discussed the advisability of adding an advisory representative from the Medical Office to the Panel. Should this be done the Panel would then be assisted by four advisory representatives, one each from the Personnel Office, Inspection and Security Office, the Office of Training and the Medical Office. The Panel agreed to recommend to the CIA Career Service Board that an advisory representative from the Medical Office be added to the Panel.

4. There was lively discussion of the basic purpose for which the Panel was created, the methods by which it would operate, the goals that were to be achieved and the timing and phasing that would be necessary for it to arrive at a state of operating significance. It was agreed;

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- a. That the workload would have to be established. To this end the advisor from the Personnel Office was requested to have available for distribution with the agenda for the next meeting, such statistics and forecasts as were possible within the limitations of available time as might shed light on the probable workload, i. e., the probable intake of junior personnel into professional positions;
- b. That since the Panel was responsible for reviewing selection standards, the advisors from Security, Personnel and Training were requested to provide brief statements of the selection criteria used by those Offices having to do with the intangible, "overall suitability to work in CIA on a career basis". The Executive Secretary would acquire similar data from the Medical Office pending the decision upon an appointment of an advisory representative to the Panel from that Office (See Paragraph 3, above);
- c. That since the Panel was responsible for reviewing "qualifications of all candidates up to and including grade GS-11 for overt and semi-covert professional positions, the advisor for Personnel was requested to have available to the Panel appropriate current cases of candidates in the final stages of processing that fall within the definition of professional positions. These cases would be available for information and examination by the Panel but the Panel would not be expected to take definitive action until it had devised and agreed on an operating procedure.

5. The Panel recognized that it would be impossible for it adequately to discharge for some time to come all the responsibilities laid on it by the DCI's approval of the Career Service Program. It therefore agreed to review in detail Tab E of CIA Notice [redacted] and report to the CIA Career Service Board its capabilities and a proposed time-table for phasing its operations into being.

6. [redacted] offered to provide the Panel with a conference reporter who would provide the Executive Secretary with a verbatim transcript of discussion during the early meetings of the Panel until such time as organizational and theoretical problems had been disposed of.

7. The Executive Secretary distributed to the members of the Panel and advisors for their information copies of a staff study prepared

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by the Management Staff of the Office of the Deputy Under Secretary of State for Administration on the Board of Examiners of the Foreign Service.

8. It was agreed that the next meeting would be held on Wednesday, 3 September, at 10:00 A. M.

9. The meeting adjourned at 12:00 noon.

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Executive Secretary.

CDS/P:RB:lc (25 August 1952)

Distribution:

Members and Advisors of the Professional Selection Panel  
Members of the CIA Career Service Board

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## ROUTING AND RECORD SHEET

**INSTRUCTIONS:** Officer designations should be used in the "TO" column. Under each comment a line should be drawn across sheet and each comment numbered to correspond with the number in the "TO" column. Each officer should initial (check mark insufficient) before further routing. This Routing and Record Sheet should be returned to Registry.

FROM:  Executive Secretary/Career Service Board	NO.
	DATE 25 August 1952

TO	ROOM NO.	DATE		OFFICER'S INITIALS	COMMENTS
		REC'D	FWD'D		
1. Col., Baird	1024 "I"			MB	<p>Please note probable action at next meeting, 3 September, for you or your Office according to the following paragraphs:</p> <p style="padding-left: 100px;">Paragraph 2 " 4. b. " 5</p> <p>An agenda will be distributed prior to the 3 September meeting.</p>
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